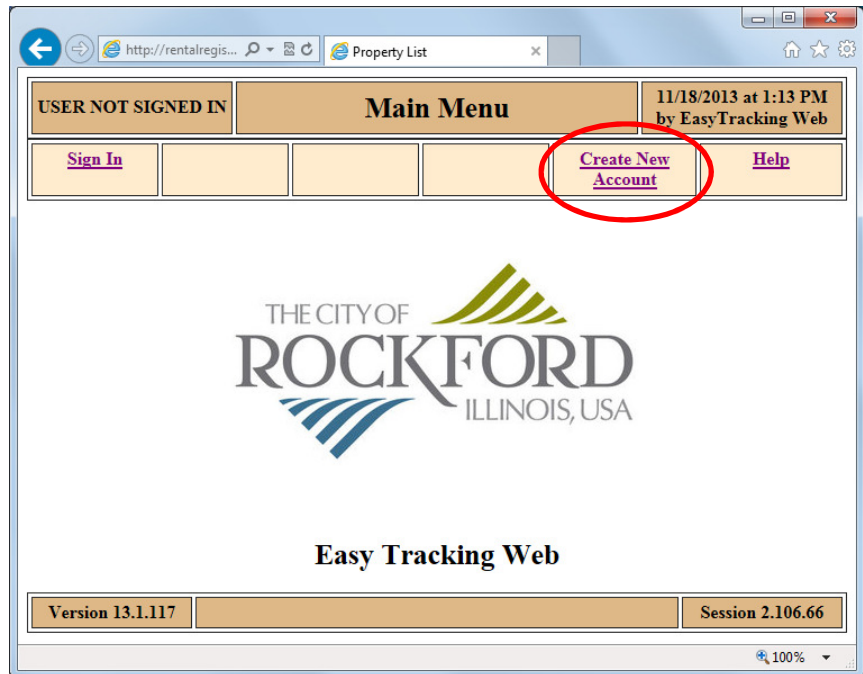


# Help Guide for the City of Rockford Rental Registry Program

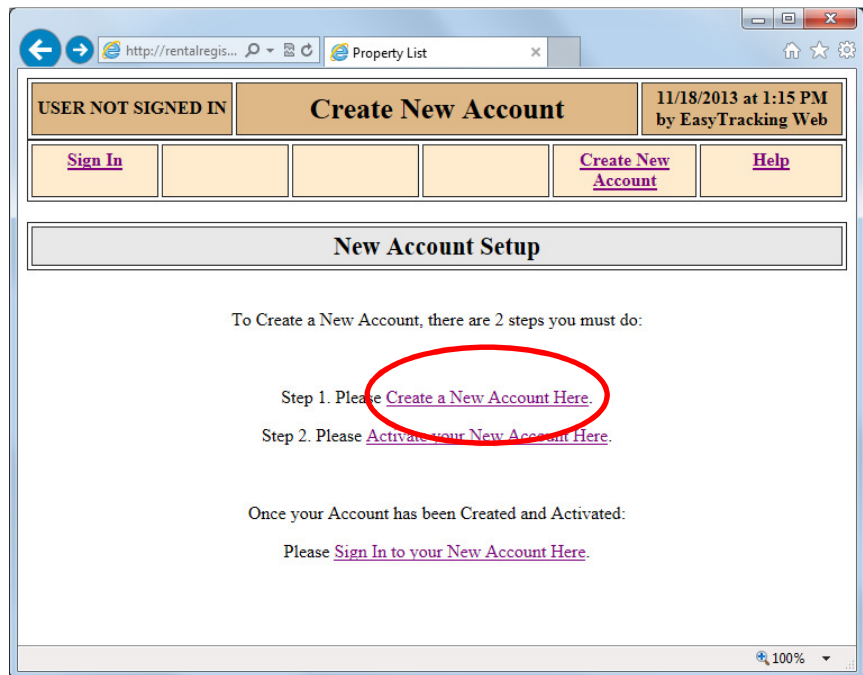


<http://rentalregistry.rockfordil.gov>

Select "Create New Account" from the home page.



Select "Create a New Account Here".



Enter the information on the form and select the "Create My New Account" Button.

The screenshot shows a web browser window with the URL <http://rentalregis...> and a tab titled 'Property List'. The page header includes a status bar with 'USER NOT SIGNED IN', a 'Create New Account' button, and a timestamp '11/18/2013 at 1:16 PM by EasyTracking Web'. Below the header is a navigation bar with links for 'Sign In', 'Create New Account', and 'Help'. The main content area is titled 'Enter Your New Account Information' and contains a welcome message: 'Welcome to New Account Registration. This is where you create your Admin Account. You will use this Admin Account to enter in all of your Property information for all of your Properties.' The registration form consists of several input fields: 'Account Admin FIRST Name:', 'Account Admin LAST Name:', 'Account Admin EMAIL:', 'Account Admin UserName:', and 'Account Admin Password:'. A 'Create My New Account' button is located at the bottom of the form. A footer note states: 'If you have already created an Admin Account, [Sign In to it by clicking here.](#)'

You'll receive an email similar to this one. Select the activation link to complete the registration process.

### Your Activation Code for the City of Rockford's Rental Registry Program

This Email contains your Activation Code for the Rockford Rental Registry Program.

Please click on the following link to Activate your Account.

<http://rentalregistry.rockfordil.gov/VerifyActivationNumber?AcctActivationEmail=name@gmail.com&AcctActivationNumber=3512-12765-6523>

Use the following Username and Password to Sign In to the website and enter your Owner/Property Information:

Your Admin UserName: user

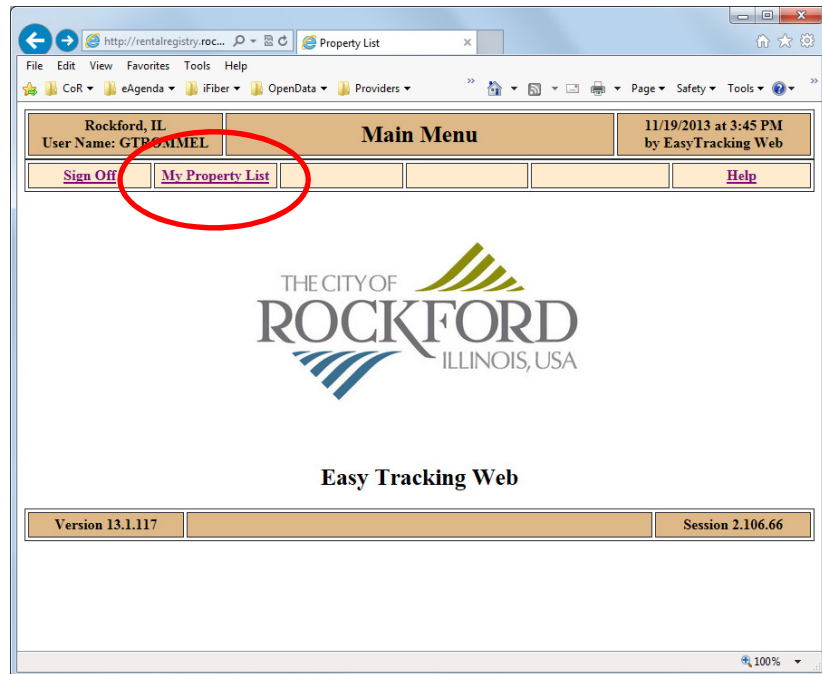
Your Admin Password: password

Also, keep the following settings for your records:

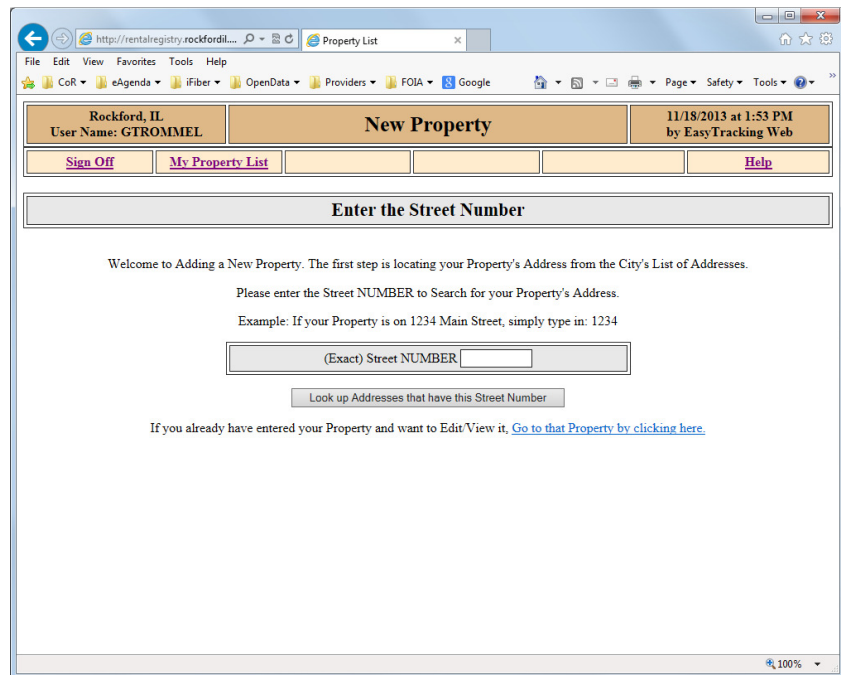
Your Admin Account Email: name@gmail.com

Your Admin Account Activation Number: 3512-12765-6523

After you log in, select “My Property List” to add properties you own.



Enter only the street number and select the “Look up Addresses that have this Street Number” button.



Select the property that's your by selecting "Select This Address".

Rockford, IL  
User Name: GTROMMEL

**New Property**

11/19/2013 at 3:57 PM  
by EasyTracking Web

[Sign Off](#) [My Property List](#) [Help](#)

**Select Your Property from the Addresses listed**

Street Number	Prefix	Address	Select This Address	Property ID Number	City State Zip	Report Error
<a href="#">Go Back and Search Again</a>						
<a href="#">Click Here to Send an Email to Report a Missing Address.</a>						
123	S	3RD ST	<a href="#">Select This Address</a>	11-26-131-002	ROCKFORD IL 61104	<a href="#">Report Error</a>
123		ALBERT AVE	<a href="#">Select This Address</a>	11-21-277-002	ROCKFORD IL 61101	<a href="#">Report Error</a>
123		ALDER AVE	<a href="#">Select This Address</a>	12-29-205-026	ROCKFORD IL 61107	<a href="#">Report Error</a>
123	N	ALPINE RD	<a href="#">Select This Address</a>	12-29-204-002	ROCKFORD IL 61107	<a href="#">Report Error</a>
123		ATWOOD AVE	<a href="#">Select This Address</a>	11-19-228-021	ROCKFORD IL 61102	<a href="#">Report Error</a>
123	N	AVON ST	<a href="#">Select This Address</a>		ROCKFORD IL 61101	<a href="#">Report Error</a>
123		BROADWAY	<a href="#">Select This Address</a>	11-34-229-009	ROCKFORD IL 61104	<a href="#">Report Error</a>

Select the "Property Type" from the dropdown list and enter the number of units at this property.

Rockford, IL  
User Name: GTROMMEL

**New Property**

11/19/2013 at 3:59 PM  
by EasyTracking Web

[Sign Off](#) [My Property List](#) [Help](#)

**Add This New Property Information**

Street Address : 123 S 3RD ST City : ROCKFORD State : IL Zip : 61104 ID # : 11-26-131-002

For this Property you selected, please enter 2 things:

1. The Property's "Type" (Apartment, Single-Family, etc.)
2. The Property's Number of Units (Estimate if you aren't sure)

Property Type :  # Units:

If this is NOT the Property you wanted to select, [Go Back and Search Again](#)

Select "Click Here to Add Required Contacts".

Rockford, IL  
User Name: GTROMMEL

## My Property List

11/19/2013 at 4:02 PM by EasyTracking Web

[Sign Off](#) [My Property List](#) [Help](#)

[Add A New Property](#)

Property Address	Number of Contacts at this Property	Property ID #	City, State, Zip	# of Units	Remove Property
123 S 3RD ST	<b>0 Total Required Contacts</b> 0 Owners 0 Property Managers 0 Agents for Owners <a href="#">Click Here to Add Required Contacts</a>	11-26-131-002	ROCKFORD, IL 61104	4 <a href="#">Edit # Units</a>	<a href="#">Remove This Property</a>

Above, you should see a list of all of your Properties.  
If you don't see all of your Properties listed above, click "[Add a New Property](#)" above to add a Property to this list.

Select "Click Here to Add an Owner".

Rockford, IL  
User Name: GTROMMEL

## Contact Summary

11/19/2013 at 4:03 PM by EasyTracking Web

[Sign Off](#) [My Property List](#) [Help](#)

[Add A New Property](#)

### 123 S 3RD ST

Title of Contact	Number of Contacts at this Property	Contact Names for this Title In Alphabetic Order
Owner	<b>0 Owners</b> Warning! This Property does NOT have its Required Owner Contact. <a href="#">Click Here to Add an Owner (Required)</a>	<a href="#">View/Edit/Remove All Contacts This Property</a>
Property Manager	<b>0 Property Managers</b> Warning! This Property does NOT have its Required Property Manager Contact. <a href="#">Click Here to Add an Owner (Required)</a>	<a href="#">View/Edit/Remove All Contacts This Property</a>

Enter the appropriate information in the form and select “Add this Contact to this Property”.

If the “Property Manager” and “Agent for Service” are the same as the owner, select the appropriate check-boxes. If they are different, leave the check-boxes blank and add those separately.

The screenshot shows a web browser window with the address bar displaying 'http://rentalregistry...' and the page title 'Property List'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below the menu bar, there are several icons and labels: 'CoR', 'eAgenda', 'iFiber', and 'OpenData'. The main content area of the form is titled 'New Contact' and includes a header section with 'Rockford, IL', 'User Name: GTROMMEL', and a timestamp '11/19/2013 at 4:07 PM by EasyTracking Web'. Below the header, there are three buttons: 'Sign Off', 'My Property List', and 'Help'. The form then displays the address '123 S 3RD ST' in a large orange box. Below this, there is a section titled 'Add A New Owner' with a sub-section that says 'If you want to Copy a previously-entered Contact (as Owner): Click Here to see a List of All Contacts to choose from.' Below this, there is a link that says 'If you do NOT want to Add this New Contact, Go Back to Contact Summary'. The form then has a section for 'Title of this Contact : Owner' with input fields for 'Owner First Name :', 'Owner Last Name :', and '(Optional) Company/Trust Name (if this Owner is a Company/ Trust):'. At the bottom, there are two checkboxes: 'Is this Owner also the "Property Manager" (Place Check Mark if YES):' and 'Is this Owner also the "Agent for Service" (Place Check Mark if YES):'. The browser's status bar at the bottom shows '100%' zoom.

Rockford, IL User Name: GTROMMEL	<b>New Contact</b>	11/19/2013 at 4:07 PM by EasyTracking Web
<a href="#">Sign Off</a>	<a href="#">My Property List</a>	<a href="#">Help</a>
123 S 3RD ST		
<b>Add A New Owner</b>		
If you want to Copy a previously-entered Contact (as Owner): <a href="#">Click Here to see a List of All Contacts to choose from.</a>		
If you do NOT want to Add this New Contact, <a href="#">Go Back to Contact Summary</a>		
Title of this Contact : <b>Owner</b>	Owner First Name : <input type="text"/>	Owner Last Name : <input type="text"/>
(Optional) Company/Trust Name (if this Owner is a Company/ Trust): <input type="text"/>		
Is this Owner also the "Property Manager" (Place Check Mark if YES): <input type="checkbox"/>		Is this Owner also the "Agent for Service" (Place Check Mark if YES): <input type="checkbox"/>